



# Job Seeking Skills Workshops

No cost workshops open to all job seekers

August 2015

| Job Seeking Skills                                                                                                                                                                                                                                        | Date                                  | Time                                                   | Location                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------|-------------------------------------------|
| <b>RESUMÉ WRITING:</b> Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching. | Aug 11, 25<br>Aug 18                  | 1:00 PM–3:30 PM<br>9:00 AM–11:30 AM                    | Brigham City EC<br>Brigham City EC        |
| <b>INTERVIEWING SKILLS:</b> Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.                                                                                        | Aug 11, 25<br>Aug 18                  | 9:00 AM–11:30 AM<br>1:00 PM–3:30 PM                    | Brigham City EC<br>Brigham City EC        |
| <b>EMPLOYMENT ESSENTIALS:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.                                                                                | Aug 3, 17, 24, 31<br>Aug 27<br>Aug 12 | 9:00 AM–1:00 PM<br>12:00 PM–4:00 PM<br>9:00 AM–1:00 PM | Logan EC<br>Logan EC<br>BATC Logan Campus |
| <b>EMPLOYMENT ESSENTIALS LAB:</b> Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.                                                         | Aug 7, 14, 21, 28                     | 2:00 PM–4:00 PM                                        | Logan EC                                  |
| <b>EMPLOYMENT ESSENTIALS - YOUTH AGES 14-21:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.                                                             | Aug 5                                 | 2:00 PM–4:00 PM                                        | Logan EC                                  |
| <b>EMPLOYMENT ESSENTIALS LAB - YOUTH AGES 14-21:</b> Get hands-on assistance creating a master application, writing a resume and looking for jobs online.                                                                                                 | Aug 7                                 | 4:00 PM–5:00 PM                                        | Logan EC                                  |

Register at [jobs.utah.gov](http://jobs.utah.gov) or speak with an employment counselor.

**Employment Center (EC) Locations:**

- ★ Brigham City EC  
138 W. 990 S.
- ★ Logan EC  
180 N. 100 W.
- ★ Garden City EC  
69 N. Paradise Parkway  
Bldg. B #224
- ★ BATC Logan  
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

**Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.***

**Department of Workforce Services • [jobs.utah.gov](http://jobs.utah.gov)**



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## August 2015 (continued)

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------|-----------------|
| <b>FEDERAL APPLICATIONS:</b> Learn how to navigate the federal employment application process. Learn the tips and techniques to become a highly qualified candidate.                                                                                               | Aug 5         | 1:00 PM–2:00 PM          | Logan EC        |
| <b>LINKEDIN #1:</b> Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.                                                                                                                         | Aug 3, 17, 31 | 2:00 PM–4:00 PM          | Logan EC        |
| <b>MILITARY EXPERIENCE MATTERS:</b> Learn how to transfer your military experience and skills to civilian employment using state and federal resources.                                                                                                            | Aug 18        | 9:00 AM–12:00 PM         | Logan EC        |
| <b>Life Skills</b>                                                                                                                                                                                                                                                 |               |                          |                 |
| <b>BUDGETING:</b> Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.                                                                                                                                  | Aug 12, 24    | 2:00 PM–4:00 PM          | Logan EC        |
| <b>ASSERTIVE COMMUNICATION:</b> Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies. | Aug 19        | 9:00 AM–1:00 PM (PART 1) | Brigham City EC |
|                                                                                                                                                                                                                                                                    | Aug 20        | 9:00 AM–1:00 PM (PART 2) | Brigham City EC |
|                                                                                                                                                                                                                                                                    | Aug 25        | 9:00 AM–1:00 PM (PART 1) | Logan EC        |
|                                                                                                                                                                                                                                                                    | Aug 26        | 9:00 AM–1:00 PM (PART 2) | Logan EC        |

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|------------------------|
| <b>FINDING HEALTHY RELATIONSHIPS:</b> For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.                                                                                                                    | Aug 6<br>Aug 11 | 9:00 AM–4:00 PM<br>9:00 AM–4:00 PM | Brigham EC<br>Logan EC |
| <b>STRENGTHENING THE COUPLE RELATIONSHIP:</b> Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.                                                   | None<br>Aug 12  | 9:00 AM–4:00 PM<br>9:00 AM–4:00 PM | Brigham EC<br>Logan EC |
| <b>PARENTING WITH LOVE AND LOGIC:</b> Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict. | None<br>Aug 13  | 9:00 AM–4:00 PM<br>9:00 AM–4:00 PM | Brigham EC<br>Logan EC |



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